

**PART I B**

**KERALA PUBLIC SERVICE COMMISSION**

**NOTIFICATION**

No. DE III (2)-9522/11/EW.

*9th December 2011.*

**MADRAS HINDU RELIGIOUS AND CHARITABLE ENDOWMENT (ACT & RULES),  
DEPARTMENTAL TEST DECEMBER- 2011**

1. In pursuance of the Government proceedings number S(C) 2-3826/57/PD dated 4-5-1957 it is hereby notified the Departmental Test for HR&CE as per the Annexure-1 mentioned in this notification.
2. This test is open only to executive officers who are non government servants of religious institutions appointed by the Madras Hindu Religious and Charitable Endowment Act of 1951 for promotion and confirmation, and for the employees who were formerly worked in HR & CE and now continuing under the Malabar Devaswom Board for getting promotion as Senior Superintendent.
3. The Examinations will be held at the Office of the Kerala Public Service Commission, Pattom, Thiruvananthapuram-4. The Examination date will be intimated later.
4. Candidates must send their applications in the form prescribed in Annexure-II to this notification direct to the Joint Secretary (Departmental Test), Public Service Commission, Pattom P. O., Thiruvananthapuram, Pin-695 004. The applications should reach this office on or before 5 p. m on 22-2-2012. Applications, which are not in the prescribed form, will be summarily rejected.
5. (i) The prescribed fee for admission is ` 100 for the whole test (2 Papers) ` 50 per paper. The fee must be paid into a Government Treasury under the Head of Account "0051 PSC 105 State PSC 99 Examination Fee" and the Chalan receipt in original should be attached to the application. The fee will not be received in cash in the Office of the Public Service Commission. But in the case of candidates residing outside the State crossed Postal Orders for the prescribed fee (payable to the Secretary, Public Service Commission, Thiruvananthapuram-4) will be accepted. Candidates may note that the duplicate or triplicate chalan receipts or interim receipts or certificates of remittance instead of the original chalan receipts will not be accepted.  
(ii) Where the test is prescribed as part of the probation or training of an officer or for the purpose of making him eligible for increment or for confirmation in any post or for promotion to higher post or where it is prescribed as a qualification necessary for an officer to continue in his post without penalty and where it has been newly imposed on persons already in the service concerned, no fee will be levied. This concession will however, be limited to one chance for the test, irrespective of the number of papers or parts of the test applied for and from the second chance onwards fee will be levied. Provided that for the purpose of the concession mentioned above the mere fact of having applied for the test in full or in parts will be taken to mean that the candidate has appeared for the whole test and that appearance for any paper of the test will also be treated as an appearance for the full test.  
(iii) Candidates shall obtain a certificate from the Head of Department or office to the effect that the entries in the application form are correct and in cases where no fee is paid a certificate to the effect that the candidate is eligible for exemption from payment of fee shall be furnished in the application form.  
(iv) Details regarding the duration of each paper, the maximum marks, the minimum marks required for a pass etc. are given in Annexure-I.
6. Late applications will be summarily rejected. To avoid delay, candidates are directed to send the applications direct to this office after obtaining the counter signature of the Head of the Department or Office.
7. To ensure that the applications reach the Office of the Commission in time, candidates are advised to send their applications sufficiently in advance of the last date prescribed. Those who anticipate delay in getting their applications countersigned by the Head of Office may, if they so desire submit advance copies of their applications with postal orders or chalan receipts enclosed as the case may be. In such cases the original applications duly countersigned by the Head of the Office should reach this office within a fortnight after the last date prescribed for the receipt of applications, failing which the applications will be rejected.
8. The fee paid by the candidates will not be refunded or adjusted against a future examination. Candidates are therefore warned to satisfy themselves before sending their applications that the applications are in the form prescribed and that the particulars furnished in the form are complete and correct. Every application shall be sent in a separate cover with the superscription "Application for admission to M H R & C E Departmental Test December 2011". The name and address of the applicant should be noted at the bottom of the left hand corner of the cover.

9. No form of acknowledgement other than that prescribed under postal rules will be given regarding the receipt of the application in the Commission's Office nor will any notice be taken of any enquiry from candidates regarding the receipt of their applications.
10. Candidates should fill up the particulars required in the form of application correctly and legibly. Candidates should state the part or parts in which they desire to be examined. Applications, which are irregular or defective in any respect, will be rejected.
11. Requests from candidates for permission to sit for parts or subjects of the test not mentioned in the application will not be considered.
12. A candidate who submits an application for admission to the Examination will be deemed to have given an undertaking that he will abide by all the rules now in force and all the rules, which may hereafter be brought into force in respect of the Examination.
13. Any candidate who does not behave properly towards the Chief Superintendent and Assistant Superintendents of the Examination or is found to have had recourse to malpractice of any kind will be ejected from the examination hall and his/her answer sheet will be invalidated. Disciplinary action will also be taken against such persons and liable to be debarred from appearing for any of the examination conducted by the Public Service Commission for such period as the Commission may decide. Besides the matter will be reported to the Head of the Department and the Director of Vigilance Department for further action. The same penalty will be imposed on any candidate who attempts to canvass or to bring influence to bear on an Examiner or a Member of the Commission or their staff in connection with the examination or on whose behalf such attempts is made by any relative, friend, patron, official or other person.
14. Any communication intended for the Commission should be addressed only to the Joint Secretary (Departmental Tests), Public Service Commission, Pattom, Thiruvananthapuram-4.
15. The time table for the examinations and further instructions to candidates will be posted on the official website of the Kerala Public Service Commission, [www.keralapsc.org](http://www.keralapsc.org).
16. Applications with the following defects will be summarily rejected.
  - (a) Application not having any proof for remittance of prescribed fee.
  - (b) Photograph of the applicant not affixed to the application/Admission Ticket.
  - (c) Photograph not clear/stamp sized
  - (d) Photograph not attested by Head of Office/Department.
  - (e) Designation Seal not affixed to the photograph.
  - (f) Name of the attesting authority not mentioned.
  - (g) Subject specifications in the application not clear.
  - (h) Full Office address and Designation of the applicant not specified in Column No. 4.
  - (i) Office Seal of the attesting authority not affixed.
  - (j) Certificate portion in Admission Ticket not attested.
  - (k) Applicant claimed for free chance, but not duly certified by the Head of Office concerned.
  - (l) Applicant not eligible for exemption from remitting exam fee, but applied for free chance.
  - (m) Applicants already availed free chance but applying for free chance again for a part of the test.
  - (n) Application with insufficient fee.
  - (o) Applications not signed by the candidate.
  - (p) Application received after the last date fixed for the receipt of applications.
  - (q) Application not in the prescribed form .

**Annexure-I****DETAILS REGARDING THE PAPERS OF THE HR & CE DEPARTMENTAL TEST**

<i>Subject</i>		<i>Time</i>	<i>Maximum Marks</i>	<i>Minimum Marks for a pass</i>
(1)		(2)	(3)	(4)
I	The Madras Hindu Religious and Charitable Endowment Act, 1951 (without books)	3 hours	100	35%
II	The rules framed under the Madras Hindu Religious and Charitable Endowment Act, 1951(without books)	3 hours	100	35%
Aggregate			200	40%

*Note* : Separate minimum for each paper is fixed as 35% but 40% in aggregate is necessary for pass of the test.

**Annexure II****KERALA PUBLIC SERVICE COMMISSION****APPLICATION FOR ADMISSION TO DEPARTMENTAL TEST (SPECIAL TEST)**

(MADRAS HINDU RELIGIOUS AND CHARITABLE ENDOWMENT  
DEPARTMENTAL TEST DECEMBER- 2011)

Here affix a recent passport size photograph of the candidate attested by head of office/ Department. Name, Designation and Signature of Head of Office/Department with Office seal.
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|---|----|
| 1. District Chosen  | .. |
| 2. Name of the candidate (in Block letters)   | .. |
| 3. Address to which communications are to be sent   | .. |
| 4. Name of the post now held and office in which the candidate is working   | .. |
| 5. Qualifications   | .. |
| 6. Name of the part/parts & paper/papers applied for  | .. |
| 7. Number of chances already availed of by the Candidate<br>Specify the period of training undergone by the candidate, if any   | .. |
| 8. Amount of fee remitted and the mode of Remittance (No. and the date of chalan and amount)  | .. |
| 9. If exempted from payment of fee, how exempted Give Details   | .. |
| 10. Whether the candidate has already availed of Free chance for the test   | .. |
| 11. No. and Date of Government Order granting the additional chances for the candidate in case he/she has already availed himself/herself of three chances (Do not fill up if not applicable) | .. |

**DECLARATION**

I declare that the particulars furnished above are correct.

Place:

Date :

*Signature of the candidate*

## CERTIFICATE

1. Certified that the entries in the application form are correct and that the candidate is eligible to appear for this test as per the concerned Government Orders.
2. Certified (where no fee is paid) that the candidate is eligible for exemption from payment of fee as per G.O. (Ms.) No. 336/68/PD dated 6-11-1968 as modified by G.O. (Ms.) No. 26/76/PD dated 25-1-1976 that this is the first free chance availed of by the candidate.
3. Certified that necessary entries have been made in the Service Book of the candidate as required in G.O. (Ms.) 367/69/PD dated 15-12-1969.
4. Certified that the applicant has undergone the required training and is eligible to appear for the test and that the particulars furnished in this application are correct.

Station :

Date :

Name, Designation & Signature of the  
Head of the Department/Office.

(Office Seal)

- Note.*—1. The entries in each column should be legible and complete (Applications which are defective in any respect are liable to be rejected).
2. Certificates 2 and 3 may be scored off if fee is remitted.
  3. A candidate should not send more than one application.
  4. Application not in the prescribed forms will be summarily rejected.

**KERALA PUBLIC SERVICE COMMISSION**

Departmental Test (Special Test)

**(Madras Hindu Religious and Charitable Endowment Test December-2011)****ADMISSION TICKET**Admission Ticket  
Number

Here affix a recent passport size photograph of the candidate attested by head of office/ Department. Name, Designation and Signature of Head of Office/Department with Office seal.

Name of Centre.....  
(To be filled up by the office)

1. Name of the candidate ..
2. Address to which communication are to be sent ..
3. Name of Test/Paper (To be filled up by the Candidate)  
(same as entered in Col.6 of the application) ..

*Signature of the Candidate*

The candidate whose photograph and signature given above are identified by me.

Station :

Date :

Signature, Name & Designation  
of the Head of Office/Department.

*(see instruction overleaf)*

(Office Seal)

**For Office use only**

Date of issue.....

Issuing Assistant.....

Secretary,  
Kerala Public Service Commission.

(Office Seal)

- N.B:—* (i) The candidate should write his/her name and postal address in the space provided for the purpose overleaf (same as entered in Col.3 of the application)
- (ii) Recent Passport Size Photograph of the candidate is to be affixed in the space provided on the top of the Admission Ticket and should be attested by the Head of Office.
- (iii) Head of Office means the Drawing and disbursing Officer or any other Superior Officer.

## INSTRUCTIONS TO CANDIDATES

1. The examination will be held in accordance with the timetable, which will be published in Part IB of the Kerala Gazette. The time-table will also be available for reference in the Office of the K.P.S.C., Thiruvananthapuram, all District Offices of the K.P.S.C., all District Collectorates, all Taluk Offices, all District Information Offices and all Centres of the Departmental Tests. The time-table will not be issued to the candidates individually. The candidates will sign against his/her name in the list of candidates at the time of the examination, failure on which will result in the invalidation of his/her answer scripts.
2. Candidates will not be admitted to the examination unless they present to the Chief Superintendents with their Admission Tickets (with their recent passport size photograph affixed on the space provided) and duly identified by the Head of the Office or Institution where they are working. The candidates are advised to arrive at the examination centre half an hour before the commencement of the examination to facilitate verification of the admission tickets and identification certificates by the Chief Superintendent concerned. They should bring the admission tickets with them on each day of the examination.  
(Admission ticket is a valuable document and is to be preserved by the candidates for production before this office for the issue of pass certificate of Departmental Tests).
3. The Admission Ticket Number, name of examination and subject only should be entered on the facing sheet of the answer books in spaces provided for the purpose. Candidates are prohibited from writing their name, Admission Ticket Numbers or anything else intended to give a clue to their identity on any other part of the answer book. The answer books of candidates who fail to write their Admission Ticket Numbers or who do not write their Admission Tickets Numbers distinctly and correctly or who write the Admission Ticket Number on any part of the books, Additional sheet etc., other than the facing sheet where space is provided for the purpose are liable to be invalidated. It is the responsibility of the candidates to see by referring to the heading of the question paper that they get the question paper meant for the test for which they have applied.
4. The answer scripts written in any ink other than black, blue or blue black will be invalidated.
5. Candidates are prohibited from communication with copying from each other and from communicating with any person outside the examination hall.
6. Candidates are not permitted to use calculator, mobile phones and other electronic gadgets inside the examination hall.
7. No candidate will be admitted to the examination who arrives more than half an hour after the commencement of the examination in the case of papers of two hours or more or duration of 15 minutes in the case of all other papers. No candidates will be allowed to quit the hall before the expiry of at least half an hour from the commencement of the examination and only after he has handed over his answer book to the Chief /Assistant Superintendent.
8. The signature of the candidate on the 1st page of the applications is mandatory and application of those who fail to sign there will be rejected on non-appealable grounds.
9. The non surrender of the answer script to the invigilator, or leaving the Hall before the closing time without his/her permission will entail disciplinary action against the candidates concerned which may result in debarment for further appearance for any test conducted by the Kerala Public Service Commission.  
Warning:— Any candidate resorting to malpractice in the examination hall will be sent out of the hall forthwith and his conduct will be reported by the Chief Superintendent to the Public Service Commission in such cases, the Commission may invalidate the answer scripts of the candidates and debar them from appearing for the tests and in the case of candidates in service the matter may also be reported to the Heads of Department and the Director of Vigilance Department for further action.

*Note:—*This admission ticket should be kept for being produced at the time of issue of Certificates.

On I.G.S.

**KERALA PUBLIC SERVICE COMMISSION**

To .....

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Candidates's name and address

(To be filled up by the candidate.)